MINUTES OF LITERATURE AND PUBLICATION COMMITTEE

JANUARY 21, 1919

Present: Mrs. McMillan, Mrs. Pingry, Mrs. Thompson,
Mrs. Kraeger, Mrs. Hayden, Miss Rue; also
Miss Sheibley, Mrs. Gildersleeve, Miss Pinks
for a portion of the time.

The meeting was opened with prayer by Mrs. Pingry.

The minutes of the meeting of December 17, 1918 were read and the following items of unfinished business were reported upon and discussed.

Leaflet on Forsythe - The committee recommended that the manuscript received from Miss Elizabeth Smith be placed in Miss Sheibley's hands for publication with suggestions recommended by Mrs. Pingry.

Leaflet on Community Work - Miss Sheibley reported that she had in hand Mr. Allaben's manuscript and that she would read the same and pass it on to the committee.

Praise Service 1919 - Manuscript received from Mrs. Boyd. Typed copy put in form for printer by Miss Rue in hands of committee.

Summer Offering 1919
Thank Offering 1919 - It was recommended that Miss Sheibley investigate and report to committee as to whether anything further had been decided upon regarding collection envelopes for Summer and Thank Offerings, also regular monthly offerings.

Literature on Monthly Topics - Mrs. Pingry reported that she would look into the matter of suggesting possible authors for leaflets on topics.

School Leaflets- Mrs. McMillan recommended that the use of bulletins issued by the schools should be stressed whenever information regarding such schools is desired.

Leaflet on Allison-James - It was reported that manuscripts received from Miss Buxton, Miss Blake and Miss Ellsworth are being put in form for publication.

Leaflet on Cuba - It was reported that Mr. Allaben had had no reply from Mr. Wharton and after discussion the committee took the following action:
Motion - That Mrs. McMillan write Mr. Wharton regarding leaflet on Cuba that he promised to prepare. Carried.

Leaflet on Wooton - It was reported that Miss Sara Leigh Young will write leaflet on Wooton.

Leaflet on Dorland-Bell - Miss Sheibley reported that because no communication had come from Miss Shafer she had not been able to do anything definite towards preparing leaflet on Dorland-Bell.

Leaflet on Menaul - Mrs. McMillan reported that she had had no reply to her letter to Mr. Donaldson asking for a leaflet on Menaul, nor from Miss Cheek for a leaflet on her impressions of New Mexico. It was suggested that Miss Crane might prepare manuscript for leaflet on Menaul.

Historical Sketch of the Woman's Board - It was reported that Miss Quinlan is preparing this sketch.

Historical Pamphlet on Alaska - A letter from Miss Crowell stating her terms for preparing historical pamphlet on Alaska was read. In it she stated that she would charge $100 for the work if the data would be furnished her and that it would be necessary to charge extra for typing the manuscript. After discussion as to the advisability of paying this amount the following action was taken:
Motion - That the Literature and Publication Committee agree to Miss Crowell's proposition and that she proceed with the work. Carried.

Pictures - Miss Rue reported that she will prepare folios of pictures to loan societies.

Stereopticon Slides - Mrs. McMillan reported that she had taken up the matter of slides with the Board of Home Missions but could learn nothing definite because the person in charge of the slides is so new in the work that she really could not say whether or not there were in her collection slides on the Mountaineers belonging to the Woman's Board. Mrs. McMillan was promised definite information regarding the matter later, however.

Stereopticon Slides cont.
The question was asked whether in the miscellaneous collection now in the Literature Department there are sufficient slides to illustrate whole lectures. Miss Rue replied that there are slides of school buildings and people but it will be necessary to add those showing scenery, etc. After discussion as to the advisability of having lectures to accompany slides the following action was taken;
Motion - That Miss Quinlan be asked to furnish outlines for a lecture on New Mexico. Carried.

The committee then considered the advisability of having a lecture and slides in line with the new study book "The Achievement of National Unity" and after discussion took the following action;
Motion - That Mrs. Thompson prepare a lecture on next year's study book, "The Achievement of National Unity", to accompany slides on that subject. Carried.

Biography - Mrs. McMillan reported that she had had a reply from Miss Goodrich stating that she is unable to write a leaflet on Miss Stephenson's life and work.
It was reported that Miss Quinlan is working on a leaflet containing biographical sketches of Miss Allison, Miss Hyson and Mrs. Ross.

General Leaflet - Miss Sheibley presented draft for leaflet to be entitled "The Challenge of Illiteracy" and after discussion regarding the same the following action was taken;
Motion - That the Literature and Publication Committee authorize the publication of leaflet "The Challenge of Illiteracy" with thanks to Mr. Allaben and Miss Sheibley. Carried.

Home Mission Week - The question of publishing literature for Home Mission Week was laid aside to be taken up later when a decision regarding Home Mission Week shall have been reached by Council.

Annual Meeting - St. Louis - No report

Fortieth Anniversary - Mrs. McMillan reported that Miss White declines to prepare biographical pamphlet on the Presidents of the Woman's Board, and after discussion it was recommended that Mrs. McMillan prepare such a pamphlet and that the Literature Department provide her with necessary data.

Summer Offering Leaflet - Miss Sheibley reported that she is not proceeding with the preparation of this leaflet because she does not know whether there will be need for it.

Monthly Topics 1920 - No report

Outlook of Year's Work 1919-20 - No report

Having completed the reading of minutes of December 17, 1918 they were approved by the committee.

Miss Sheibley was appointed to advertise literature on "Newest Americans" at the February Third Tuesday Meeting and it was recommended that she announce to the meeting that Foreign Mission literature may be procured on the eighth floor.

A letter from Miss Guernsey, Editor and Business Manager of General Publications Woman's Home Missionary Society Methodist Episcopal Church, suggesting a plan for the different denominational Boards to cooperate in furnishing helps for the new text book "The Achievement of National Unity" was read. After discussion the committee recommended that Miss Rue write Miss Guernsey assuring her of our willingness always to cooperate whenever possible and stating that owing to the fact that we have not seen the book nothing definite regarding helps can be done at present. It was also suggested that Miss Rue send to Miss Guernsey for inspection leaflets published by the Board of Home Missions in line with the book.

Motion - That Mrs. Gildersleeve be authorized to print in leaflet form "The Mission Study Drive" published in the February 1919 issue of "The Home Mission Monthly". Carried.

Motion - That Mrs. Gildersleeve be authorized to prepare and print announcements for the new text book "The Achievement of National Unity". Carried.

Motion - That Mrs. Bennett be asked whether Miss Quinlan may prepare the Woman's Board of Home Missions section of the Year Book of Prayer for 1920. Carried.

It was recommended that Mrs. McMillan ask Mrs. Bennett whether Miss Quinlan may be permitted to attend meetings of Literature and Publication Committee.

Mrs. McMillan read Miss White's resignation from the Literature and Publication Committee and it was recommended that the General Secretary be asked to convey to Miss White the regret of the committee over her resignation and that in view of the fact that her help is greatly needed at this time she reconsider the matter.

Miss Sheibley read to the committee a letter she received from Mr. Harper in reply to her request for a leaflet on "The Indian and the War" (See Minutes November 26, 1918). In this letter he stated that he would gladly do this work if the committee were willing to wait until March first for the manuscript. After discussion regarding this and the advisability of offering to Mr. Harper some remuneration for the work the following action was taken;

Motion - That twenty-five dollars be offered Mr. Harper for his manuscript "The Indian and the War" and that the committee will be pleased to receive the same March first. Carried.

Motion - That Miss Rue be given time out of the office for research work. Carried.

Motion - That Mr. Allaben be asked to write a leaflet on the business side of the school work. Carried.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE

FEBRUARY 18, 1919

Present; Mrs. McMillan, Mrs. Pingry, Mrs. Kraeger, Miss Quinlan, Miss Rue; also Mrs. Thompson, Miss Sheibley, Miss Finks for a portion of the time.

The meeting was opened with prayer by Mrs. Kraeger.

The minutes of the meeting of January 21, 1919 were read and the following items of unfinished business were reported upon and discussed.

Leaflet on Forsythe - Miss Sheibley reported that leaflet is on the press.

Leaflet on Community Work - Manuscript having been passed around committee, leaflet is about ready for the press.

Praise Service 1919 - Typed copy forwarded to Mrs. Boyd after having been passed around committee.

Summer Offering 1919
Thank Offering 1919 - Miss Sheibley was unable to report definitely on this matter owing to the fact that there is a question as to whether these offerings shall be included in New Era Budget Drive.

Literature on Monthly Topics - Mrs. Pingry reported that she had given Mrs. Hovey list of topics and that they would endeavor to secure names of possible authors.

School Leaflets - Mrs. McMillan asked that bulletins issued by the schools be placed in a conspicuous place in Literature Department, and that an effort be made to secure from schools such printed matter as is supplied. She suggested also that when information regarding Mrs. Ross is requested the "Menaul School Bulletin" of December 1918 be given inquirers.

Leaflet on Allison-James - Manuscript ready for publication.

Leaflet on Cuba - Manuscript received from Mr. Wharton in hands of Literature and Publication Committee.

Leaflet on Wooton - On account of illness in her home Miss Sara Leigh Young will be unable to send manuscript promptly.

Leaflet on Dorland-Bell - Mrs. McMillan read a letter from Miss Shafer who owing to illness at the school cannot write leaflet at this time. (See Minutes Dec. 17, 1918)

Leaflet on Menaul - Mrs. McMillan read a letter from Mr. Donaldson who stated that he had sent bulletins which he considered as helpful as anything he could write on Menaul. After discussion as to other possible authors the following action was taken:
Motion - That Mrs. J.D. Morris, Box 556, Albuquerque, N.M. be asked whether she will write leaflet on Menaul. Carried.

Historical Sketch of the Woman's Board - Miss Quinlan reported that she has this in course of preparation.

Historical Pamphlet on Alaska - Miss Crowell is proceeding with this work.

Pictures - Miss Rue reported that because pictures are not yet available she had not been able to prepare folios to loan societies.

Stereopticon Slides - No report received from Board of Home Missions regarding Mountaineer slides and it was recommended that committee do not push this matter further.

Miss Quinlan suggested to the committee that for her to prepare a lecture on New Mexico she would need slides on which to base her manuscript. After discussion the committee took the following action:
Motion - That Miss Rue furnish to Miss Quinlan list of such slides as she has illustrating New Mexico. Carried.

It was reported that the title of the new study book will be "Christian Americanization - A Task of the Churches". Because Mrs. Thompson has not yet seen the book she reported that she had been unable to do anything towards preparing a lecture for use with the same.

Biography - Miss Quinlan reported that she has in hand preparation of leaflet containing biographical sketches of Miss Allison, Miss Hyson and Mrs. Ross.

General Leaflet - Miss Sheibley reported that leaflet is not quite ready for publication.

Home Mission Week - No report

Annual Meeting - St. Louis - Miss Sheibley reported that there is to be a New Era exhibit at General Assembly. The committee did nothing definite regarding an exhibit for the Woman's Board of Home Missions.

Fortieth Anniversary - Mrs. McMillan will prepare biographical pamphlet on Presidents of Woman's Board.

Summer Offering Leaflet - No report for the reason that there is doubt as to whether there will be need for such a leaflet.

Monthly Topics - No report

Outlook of Year's Work 1919-1920 - On account of the New Era Mrs. Bennett suggested to Miss Sheibley that she would prepare Outlook leaflet earlier than usual and would have manuscript for the same ready by February 20, 1919.

Helps for new text book - Miss Rue reported that she had replied to Miss Guernsey as suggested by committee.

The Mission Study Drive - Leaflet is printed ready for circulation.

Announcement for new text book - No report

Year Book of Prayer 1920 - Miss Sheibley reported that Mrs. Bennett had consented to have Miss Quinlan prepare the Woman's Board of Home Missions section of the Year Book of Prayer for 1920.

It was reported that Mrs. Bennett expressed her willingness to have Miss Quinlan attend meetings of Literature and Publication Committee.

It was announced that Miss White's resignation from the Literature and Publication Committee had been withdrawn.

Miss Sheibley reported that she had written Mr. Harper as suggested by committee asking for his manuscript by March first.

Acting upon the recommendation of the Committee to visit other publication departments for the purpose of studying methods Miss Rue reported a visit to the National Board of the Y.W.C.A. As a result she brought to the Committee a suggestion to have small tables for displaying free literature in the halls at the elevators and in the offices on our sixth floor where people are likely to be waiting to be served; also the advisability of having a sales room for the Literature Department. After some discussion regarding these matters the following action was taken;

Motion - That the Office Administration Committee be overtured to allow equipment for a sales room on the sixth floor in the central hall similar to that of the Foreign Board in the front hall on the eighth floor, also that small tables be allowed for displaying free literature that may be taken away by visitors calling in our offices. Carried.

Leaflet by Mr. Allaben on business of school work. No Report.

Having completed the reading of minutes of January 21, 1919 they were approved by the committee.

Mrs. Hayden was appointed to advertise literature on the Freedmen at the March Third Tuesday Meeting, and it was suggested that Miss Rue send to the Freedmen's Board for literature on the topic.

Mrs. McMillan read a letter from Mrs. Waid suggesting that the Literature and Publication Committee prepare literature on work among foreigners suitable for the use of Westminster Guilds studying the book "Christian Americanization - A Task of the Churches". After discussion as to possible authors for such literature the following action was taken;

Motion - That various presbyterial presidents be asked to send names of those who can write about woman's work among foreigners. Carried.

Miss Allis' letter to Miss Rue regarding the action of the Executive Committee of Central Committee of the Woman's Boards of Foreign Missions to print Mrs. Waters' article "The Woman's Boards and the New Era Movement", that appeared in the January 1919 issues of "Woman's Work for Woman" and "The Home Mission Monthly", was read. This suggested that the Woman's Board of Home Missions might wish to join in publishing such a leaflet. It was reported that Miss Hodge of the Foreign Board had taken up this matter with Mrs. Bennett and together they had agreed that since the leaflet "Cooperation in the New Era Movement" covers practically the same ground as Mrs. Waters' article it would not seem necessary for the Woman's

Boards to have another of this character. After discussion the Committee took the following action, and advised that Miss Rue write Miss Allis regarding the same.

Motion - That since Miss Hodge and Mrs. Bennett have conferred upon the matter of the Woman's Board of Home Missions joining with the Woman's Foreign Boards in the publication in leaflet form of Mrs. Waters' article "The Woman's Boards and the New Era Movement" that appeared in the January 1919 issues of our magazines and that since we already have a very similar leaflet in the "Cooperation in the New Era Movement" the Literature and Publication Committee of the Woman's Board of Home Missions feel that they cannot share the expense of publishing Mrs. Waters' article in leaflet form, but will be pleased to have the Foreign Boards use "The Home Mission Monthly" electrotypes of the pages of this article if they desire to do so. Carried.

Mrs. Allen of the Council of Women for Home Missions wrote asking whether the Woman's Board of Home Missions would be willing as far as possible to suggest and promote the study and use of material prepared by the World Alliance for International Friendship through the Churches, etc. to create a sentiment for the backing by Christian people of the effort to promote a governed world. She submitted a pamphlet "A Governed World Through a League of Nations - An Emergency Three-Week Study Course". The committee discussed the advisability of placing this pamphlet on sale in the Literature Department and took the following action;

Motion - That twenty copies of the pamphlet "A Governed World Through a League of Nations - An Emergency Three-Week Study Course" be purchased and placed on sales table in Literature Department. Carried.

Motion - That "On the Yon Side of Little Pine" be reprinted. Carried.

Motion - That owing to changes in medical work in Alaska "Enlightening the Senator" shall not be revised and reprinted for the present. Carried.

Motion - That a supply of buttons showing the seal of the Woman's Board shall be procured. Carried.

Miss Sheibley reported to the committee that there are in course of preparation small leaflets on the items mentioned in "New Era Budget".

It was suggested that the leaflets "New Era Budget" and "Wanted 600,000 Women" would make splendid posters if enlarged and after discussing the advisability of having such posters the Committee took the following action;

Motion - That Miss Sheibley ask the New Era Movement whether in accordance with promise made in the "Manual for Workers" on page eight it would be willing to have made for the Woman's Board of Home Missions posters similar to leaflets "New Era Budget" and "Wanted 600,000 Women". Carried.

Miss Sheibley brought before the Committee the advisability of publishing a comprehensive leaflet on Educational Work in Boarding and Day Schools, a general leaflet covering the work of the Board, a pictorial leaflet to show in pictures with illuminating captions what education means, also a leaflet on the subject "Why a Missionary Society in each Church". After discussing possible authors for such leaflets the Committee took the following action;

Motion - That Miss Quinlan prepare helpful leaflet on the subject "Why a missionary society in each church". Carried.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE

MARCH 18, 1919

Present; Mrs. McMillan, Mrs. Pingry, Mrs. Hayden, Mrs. Kraeger, Mrs. Hevey, Miss Quinlan, Miss Finks, Miss Rue; also Mrs. Thompson, Miss White, Miss Voss, Miss Sheibley, Mrs. Gildersleeve for a portion of the time.

The meeting was opened with prayer by Mrs. Pingry.

The minutes of the meeting of February 18, 1919 were read and the following items of unfinished business were reported upon and discussed.

Leaflet on Forsythe - Not yet ready.

Leaflet on Community Work - Printed.

Praise Service 1919 - Manuscript ready for the press.

Summer Offering 1919
Thank Offering 1919 - It was reported that there has been no decision regarding these offerings.

Literature on Monthly Topics - No report. It was suggested that Mrs. Pingry write Mrs. Dickens-Lewis, president of Ohio Synodical Society, for leaflet on "responsibility of women towards young people".

School Leaflets - Miss Rue reported that the only school bulletins now available, "The Verstovian" and "Menaul School Bulletin", were on display in Literature Department, and that she had ordered copies of "The Record" of the Normal and Collegiate Institute.

Leaflet on Allison-James - Manuscript ready for publication.

Leaflet on Cuba -
Motion - That the Literature and Publication Committee approve manuscript received from Mr. Wharton and recommend that it be printed in full with an editorial note by Miss Sheibley. Carried.

Leaflet on Wooten - Miss Young will send manuscript as soon as possible.

Leaflet on Dorland-Bell - No report. (See Minutes Dec. 17, 1918)

Leaflet on Menaul - It was reported that no reply had been received from Mrs. Morris as to whether she will write leaflet on Menaul.

Historical Sketch of Woman's Board - Miss Quinlan has this in course of preparation.

Historical Pamphlet on Alaska - It was reported that Miss Crowell promised to have manuscript ready April first.

Pictures - Because pictures are not yet filed in filing department Miss Rue reported that she is unable to prepare folios to loan societies.

Stereopticon Slides - According to suggestion of committee Miss Rue furnished Miss Quinlan with a list of slides illustrating New Mexico. After having inspected them Miss Quinlan reported to the committee that in her mind there were not nearly enough up-to-date slides on which to base a lecture. After discussion regarding the advisability of proceeding with the work of preparing a lecture and purchasing slides to make it up-to-date the committee took the following action -

Motion - That the matter of preparing a stereopticon lecture on New Mexico be deferred for one month. Carried.

Not having seen the new study book Mrs. Thompson had no report to make regarding the lecture she is to prepare for use with the same.

Biography - Miss Quinlan has in hand preparation of leaflet containing biographical sketches of Miss Allison, Miss Hyson and Mrs. Ross.

General Leaflet - Miss Sheibley reported that she wished to make some changes in this leaflet before sending it to press.

Home Mission Week - No report.

Annual Meeting - St. Louis - Miss Sheibley reported that the New Era is to have an exhibit for all the Boards. The committee did nothing definite regarding an exhibit for the Woman's Board of Home Missions.

Fortieth Anniversary - No report.

Summer Offering Leaflet - No report.

Outlook for 1919-1920 - Mrs. Bennett's manuscript is in hands. Miss Sheibley stated, however, that the material in it is little more than a duplication of that included in the New Era fliers and after discussion as to the advisability of printing it as it stands the committee -

Moved that the manuscript "Outlook for 1919-1920" be held until Mrs. Bennett may be consulted regarding the same. Carried.

Monthly Topics - No report.

Announcement for new text book - In printer's hands.

Year Book of Prayer 1920 - In Miss Quinlan's care.

"The Indian and the War" - Miss Sheibley reported that her letter to Mr. Harper was delayed in reaching him but that he had replied that he would send his manuscript as soon as possible.

Leaflet on Business of School Work - No report from Mr. Allaben.

Literature on work among Foreigners - Mrs. McMillen and Mrs. Kraeger reported having written to several presbyterial presidents for names of those who can write about woman's work among foreigners. A reply from Mrs. McDowell of Baltimore to whom Mrs. Kraeger wrote brought forth the question as to how many words such articles should include and after discussion the committee recommended that we publish a composite leaflet of short articles of 500 words each that shall be solicited from Presbyterian leaders in important centers who shall be asked to describe their own particular work.

It was suggested that Mrs. Kraeger write Mrs. Grubbs asking whether she will write article on work among foreigners in Baltimore.

After further discussion as to possible authors for these articles Mrs. McMillen passed around the committee a list of workers among foreigners asking that each member choose two names to whom to write soliciting articles.

Mrs. McMillen reported that she had the promise of an article on Gary.

Posters - Miss Sheibley reported that she had taken up the matter of posters with the New Era Movement who replied that the question of publicity for the Boards would be considered in April. After discussion as to what to present to the New Era at that time, also as to whether the expense involved would warrant having posters the following action was taken:
Motion - That Miss Sheibley and Miss Rue be appointed a committee to investigate the cost of posters and to decide on the kind desired if the cost seems reasonable. Carried.

Why a Missionary Society in Each Church - Miss Quinlan reported that manuscript is about ready for publication.

Having completed the reading of minutes of February 18, 1919 they were approved by the committee.

Mrs. Hovey was appointed to advertise literature on the "Mexicans in the United States" at the April Third Tuesday Meeting.

Miss Quinlan suggested to the committee that it might be well to print in leaflet form articles on work among foreigners that have appeared in past issues of "The Home Mission Monthly". After discussion the following action was taken;

Motion - That "'Our'Country 'Tis of Thee" printed in the March 1919 issue of "The Home Mission Monthly", "Little Italies in America" in the March 1917 issue, "Neighbors" and "In the Light of Coke Ovens" in the March 1912 issue be printed in leaflet form. Carried.

Mrs. Gildersleeve asked whether she might have her article on the review of the study book that will appear in the May 1919 issue of "The Home Mission Monthly" reprinted in leaflet form. She stated that such a leaflet would save numerous long letters. After discussion the following action was taken;

Motion - That "Review of Christian Americanization" to be issued in May 1919 "Home Mission Monthly" be reprinted in leaflet form. Carried.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF LITERATURE AND PUBLICATION COMMITTEE

APRIL 15, 1919

Present: Mrs. McMillan, Mrs. Thompson, Mrs. Kraeger, Mrs. Hovey, Miss Quinlan; also Miss White, Mrs. Pingry, Miss Sheibley, Miss Finks and Miss Rue for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The minutes of the meeting of March 18, 1919 were read and the following items of unfinished business were reported upon and discussed.

Leaflet on Forsythe - Not yet ready.

Praise Service 1919 - Manuscript ready for the press.

Summer Offering 1919
Thank Offering 1919 - It was reported that General Council had decided that collection envelopes for Summer Offerings and Thank Offerings should be kept in stock and supplied to local societies.

Literature on Monthly Topics - Mrs. Pingry reported that she had written Mrs. Dickens-Lewis for a manuscript on the relation of the woman's society to the young people of the local church, as suggested by committee, and that in response to her communication had received the article "Missionary Mothers" that appeared in "The Home Mission Monthly" sometime since and is now in leaflet form. Since Mrs. Dickens-Lewis expressed her willingness to write what she could for the committee Mrs. Pingry wrote her a second time requesting her to write an article on "Proportionate Giving".

After discussing other possible authors for leaflets on the monthly topics the committee took the following action:
Motion - That Mrs. Waid be asked to write a leaflet on
?   and that Miss Voss be asked
for a leaflet on   ?

It was recommended that Mrs. Pingry and Mrs. Hovey be given lists of topics and sub-topics.

Leaflet on Allison-James - Manuscript ready for publication.

Leaflet on Cuba - Manuscript not yet ready for publication.

Leaflet on Wooton - Manuscript from Miss Young received and in the hands of committee.

Leaflet on Dorland-Bell - No report. (See Minites Dec.17,1918)

Leaflet on Menaul - It was reported that no reply had been received from Mrs. Morris as to whether she would write leaflet on Menaul.
After discussion the committee decided that since such a leaflet could not now be made ready for May 1919 and the topic "Mexicans in the United States" does not occur again until May 1920 the preparation of a leaflet on Menaul be laid aside for a time.

Historical Sketch of the Woman's Board - In view of Miss Quinlan's resignation from the office the question as to whether or not she should proceed with the preparation of the Historical Sketch of the Woman's Board, a large portion of which she already has in typed form, was discussed, and it was recommended that this sketch be left in her hands to complete when she can give time to the work.

Historical Pamphlet on Alaska - It was reported that Miss Crowell had written that because she had not been well it had been impossible for her to have the manuscript for the historical pamphlet on Alaska in the hands of the committee on April first as was planned. Therefore the following action was taken;
Motion - That a letter of sympathy be sent Miss Crowell and that she be informed that when she feels able to take up the work of preparing the manuscript for the historical pamphlet on Alaska the committee will be glad to receive the same. Carried.

Pictures - No report.

Stereopticon Slides - No report.

Biography - It was reported that the biographical sketch of Miss Allison is in hands of committee. No report on biographical sketches of Miss Hyson and Mrs. Ross.

General Leaflet - No report.

Home Mission Week - It was recommended that for Home Mission Week the Woman's Board of Home Missions use the Day of Prayer leaflet and the Program for Women's Societies that are to be published by the Council of Women for Home Missions.

Fortieth Anniversary - No report.

Summer Offering Leaflet - It was reported that summer offering leaflet is in printer's hands.

Outlook for 1919-1920 - It was reported that Mrs. Bennett is willing to abide by decision of committee regarding her manuscript "Outlook for 1919-1920" and will prepare leaflet later.

Monthly Topics - Miss Finks submitted to the committee the list of topics for 1920 which was approved with the exception of "Mexicans in the United States". The committee felt that the word "Mexicans" should not be used and after this suggestion took the following action:
Motion - That the topic list for 1920 be accepted. Carried.

Year Book of Prayer 1920 - In Miss Quinlan's care.

"The Indian and the War"- Mr. Harper will send manuscript as soon as possible.

Literature on work among Foreigners - Mrs. Kraeger reported that Mrs. Semple had written in response to her request for a leaflet on work among foreigners that she could not write such a leaflet at this time but would be glad to do so later. She also reported that Mrs. Grubbs had not replied to her request for an article on work among Foreigners in Baltimore, but she will write her again.

Miss White was asked to visit presbyterial work among foreign-speaking peoples in New York during the month and give her impression of this work at the next meeting of the committee.

Mrs. Hovey reported having heard at her presbyterial meeting Mr. Yergin who gave a fine talk on his work among foreigners and she suggested that it might be profitable for our societies to have a resume of his address for use in leaflet form. The committee discussed the advisability of having this and took the following action regarding the same:
Motion - That Mrs. Hovey ask Mr. Yergin whether he will be willing to write a leaflet containing from 1500 to 2000 words on his work among foreigners and that she offer remuneration of ten or fifteen dollars for the manuscript. Carried.

Miss Quinlan reported that "Our Country 'Tis of Thee", "Little Italies in America", "Neighbors" and "In the Light of Coke Ovens" that have appeared in issued of "The Home Mission Monthly" are being reprinted in leaflet form.

Business Side of School Work - It was reported that Mr. Allaben cannot write a leaflet on "The Business Side of School Work" at this time but will think about it and report to committee later. It was suggested that Mr. Billard might write such a leaflet.

Why a Missionary Society in Each Church - Manuscript about ready for publication.

Having completed the reading of minutes of March 18, 1919 they were approved by committee.

Mrs. Hovey was appointed to advertise literature on "Porto Rico and Cuba" at the May Third Tuesday Meeting.

Miss Finks reported to the committee that she was expecting to be granted a leave of absence of perhaps six months following her summer vacation and that in view of this fact it would be necessary to turn over the editing of the magazine to another and she suggested that this work might be done by Mrs. Douglas with help from Miss Sheibley in that she read all manuscripts over before going to press and give advice in Board matters. She suggested also that the atmosphere of the Board meetings would help Mrs. Douglas in her work. After discussion the committee took the following action:

Motion - That during Miss Finks' absence Mrs. Douglas be empowered to conduct the magazine with the counsel of Miss Sheibley and that she be granted the courtesy of attending Board meetings. Carried.

Miss Finks suggested further to the committee that since she was physically unable to attend the Annual Meeting at St. Louis in May it would be very helpful to Mrs. Douglas in her work on the magazine to attend this meeting. The committee therefore -

Moved that Mrs. Douglas attend General Assembly at St. Louis in May. Carried.

The committee on posters submitted to the committee seven posters on Educational Work, Community Work, Medical Work, Budget of the Woman's Board of Home Missions, Americanization, Mission Study and Membership. These were approved by the Literature and Publication Committee.

Miss Rue submitted her plan for a literature display at St. Louis, should there be such a display, and after discussion the committee took the following action -

Motion - That the Woman's Board of Home Missions have an exhibit at General Assembly and that the matter of expense be left with Miss Rue and the office with power. Carried.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF LITERATURE AND PUBLICATION COMMITTEE

MAY 20, 1919

Present: Mrs. McMillan, Mrs. Kraeger, Miss Sheibley,
Miss Finks; also Mrs. Thompson for a portion
of the time.

The meeting was opened with prayer by Mrs. McMillan.

The minutes of the meeting of April 15, 1919 were read and the following items of unfinished business were reported upon and discussed.

Leaflet on Forsythe - Printed and ready for distribution.

Praise Service 1919 - Manuscript ready for the press.

Literature on Monthly Topics - No report as to whether Mrs. Pingry had received reply from Mrs. Dickens-Lewis regarding article on "Proportionate Giving".

Mrs. McMillan reported that Mrs. Waid offered to write leaflet on one of the topics and that Miss Voss volunteered to write on another. Because the particular topics were not included in the action taken by the committee Mrs. Waid and Miss Voss do not know that a motion was made regarding these leaflets. There was therefore no report regarding the same.

Leaflet on Allison-James - In printer's hands.

Leaflet on Cuba - Manuscript in Miss Sheibley's hands not yet ready for publication. She reported to the committee the fact that both Mr. Allaben and she felt that in addition to the editorial note authorized it would be necessary to edit Mr. Wharton's manuscript somewhat before sending it to press. After discussion the committee authorized Miss Sheibley to edit manuscript as she sees fit.

Leaflet on Wooton - Miss Young's manuscript "The Call of the Cumberlands" was placed in Miss Sheibley's hands for editing and printing.

Dorland-Bell - Miss Sheibley reported that when Miss Shafer and Miss Sidebotham were in the office during Mr. Allaben's conference she placed in their hands several of the publications of the Woman's Board so that they might have an idea of the kind of leaflet desired on Dorland-Bell.

Leaflet on Menaul - Consideration of such a publication will be discontinued for the present.

Historical Sketch of Woman's Board - In Miss Quinlan's care.

Historical Pamphlet on Alaska - Manuscript not yet received from Miss Crowell.

Pictures - No report.

Stereopticon Slides - No report.

Biography - Sketch of Miss Allison in hands of committee. Sketches of Miss Hyson and Mrs. Ross in printer's hands.

General Leaflet - No report.

Fortieth Anniversary - No report.

Outlook for 1919-20 - Mrs. Bennett will prepare leaflet.

Monthly Topics - Miss Finks reported that at the teachers' conference there were suggestions made to omit the words "Mexicans", "Mormons" and "Mormonism" in lists of topics and that she and her committee therefore concluded to call the topic relating to the Mexicans "Our Spanish-Speaking Southwest" and that relating to the Mormons and Mormonism "In Utah". After discussion the committee accepted these changes.

Year Book of Prayer 1920 - In Miss Quinlan's care.

"The Indian and the War" - Mr. Harper will send manuscript as soon as possible.

Literature on work among Foreigners - Mrs. Kraeger reported that she had not written Mrs. Grubbs again since it was considered advisable not to on account of illness. She reported also that Mrs. McDowell had never sent the article promised.

It was reported that Mrs. Hovey had not communicated with Mr. Yergin regarding a leaflet on his work among foreigners and Mrs. McMillan stated that she would take the matter up with Mrs. Hovey.

"Our Country 'Tis of Thee", "Italian Centers in America", "In the Light of the Coke Ovens" and "Neighbors" are all ready for distribution.

The Business Side of School Work - No report. Miss Finks suggested to the committee that it would not be well to ask Mr. Billard to write such an article.

Why a Missionary Society in Each Church - Leaflet bearing title "For Christ and Church" ready for circulation.

Having completed the reading of minutes of April 15, 1919 they were approved by committee.

Miss Finks stated that when the question of editing "The Home Mission Monthly" during her absence was discussed last month the preparation of editorials was not taken into consideration. After quite a discussion regarding this and the advisability of having Miss Sheibley read manuscripts and the proof for the magazine the following action was taken:

Motion - That Miss Sheibley write editorials for "The Home Mission Monthly" during Miss Finks' absence and that she read all manuscripts once before they go to the printer and that also if she finds it advisable she read proof. It was further moved that she shall always feel free to make suggestions for the good of the magazine. Carried.

Miss Rue asked the committee if our Board is expected to accept and add to its stock all publications issued under authorization of General Council. After considerable discussion as to whether or not a ruling should be made regarding this it was moved -

That Mrs. McMillan consult with representatives of the Woman's Board of Home Missions on General Council and discover their understanding of the matter. Carried.

A letter received in the Literature Department from Mrs. J.M. Moore of Spokane, Washington, stated that she had written a dramatization of the story of "Cindy's Chance", published by the Woman's Board of Home Missions, which had proved most acceptable. She asked whether the Woman's Board would care to purchase her manuscript and if not whether the privilege would be granted her of selling the same to another publisher. After discussion the committee took the following action -

Motion - That a letter be sent Mrs. Moore stating that the Woman's Board of Home Missions already has a dramatization under title "The Impersonation of 'Cindy's Chance'" and that while for the good of the missionary cause we would be glad to have the work helped by putting before the public such dramatizations we would like to have her use another title and give credit for the idea to the leaflet "Cindy's Chance" and say that permission for its use was granted by Woman's Board of Home Missions of the Presbyterian Church in the U.S.A., 156 Fifth Avenue, New York. Carried.

It was the consensus of opinion of members who read the manuscript entitled "How Much Owest Thou?" submitted by Miss Mary R.M. Harbison of Easton, Penna. that it would not be acceptable for publication in its present form. Therefore it was moved -

That it be returned to the author with the request that if possible she rewrite it in dramatized form. Carried.

Meeting adjourned.

Stenographically reported
Approved by -

MINUTES OF SPECIAL MEETING OF LITERATURE AND PUBLICATION COMMITTEE

JUNE 6, 1919

Present; Mrs. McMillan, Mrs. Kraeger, Mrs. Bancker,
Miss Petrie, Miss Finks and Miss Rue.

The meeting was opened with prayer by Mrs. McMillan.

Mrs. McMillan announced that the reason for this special meeting was to secure action on a matter regarding "The Home Mission Monthly" which should be presented to the Board at its last spring meeting.

Miss Finks, editor of the magazine, was asked to present the matter and brought before the committee the fact that because of great increase in cost of publications these days it would be necessary for "The Home Mission Monthly" to draw upon the treasury of the Board this coming year unless cost of production is lessened or subscription price increased. She reported that it had been possible in past years, when the Woman's Board had a debt, to turn into the treasury of the Board from two to five thousand dollars annually, but that this year the magazine, as it is now published, would need more than four thousand dollars in addition to its receipts to meet expenses, and that the magazine's drawing account of two thousand dollars would be exhausted in the fall. Since increase of subscription price would be unwise at this time for various reasons, one being the fact that "Woman's Work" is not to be increased in price, and because of her desire not to draw upon the treasury of the Board if possible to avoid it, she brought several suggestions for lessening the cost of magazine production.

The first suggestion was to eliminate the September issue of the magazine and to include the September and October topics in the October issue. The committee questioned whether it would be better to eliminate the August issue, owing to the fact that many societies would not be holding August meetings, it being the vacation season. The editor stated that it would be necessary to print an announcement concerning the consolidation in a previous issue of the magazine, and that since the July number had gone to press it would not be possible to print such an announcement in an earlier issue than August; also that September is the issue omitted by "Woman's Work". From an editorial standpoint it would be better this year to omit September since virtually all material for August is in hand and less material could be solicited for September. Also the September topic, "The Outlook", should combine well with the October topic, "Alaska", that being a small field. Estimating roughly, this elimination of one number would be a saving of an eleven-hundred-dollar printing bill. After discussion the committee recommended that the following action be presented to the Board for its adoption:

Motion - That the September number of "The Home Mission Monthly" be omitted this year, and that the September and October topics be combined in the October issue. Carried.

It was suggested that the matter of omitting the August number in the following year be taken up with "Woman's Work".

The editor next suggested omission of the annual index which appears in the October number, stating that it requires four pages which is an expensive insert, and that 1000 copies of the index might be printed in separate form and be obtainable upon application for subscribers who wish it. In this way the cost of the October issue would be reduced about three hundred and twenty-five dollars. After discussion, the committee took the following action:

Motion - That no copies of the annual index be bound in the magazine, but that 1000 copies be printed separately, these to be had upon application. Carried.

The question of the quality of paper that might be used for the magazine was then considered. The editor suggested the use of cheaper paper while prices remain high. She stated that no old "Home Mission Monthly" cuts could be used if paper of the quality used by "Woman's Work" were selected, as that demands a coarser screen, and that all new cuts would be required, which expense would lessen somewhat the saving possible by the cheaper paper; but that by careful selection it might be possible to save eight hundred dollars on the paper bill. After considerable discussion the motion was made

That the committee approve the use of cheaper paper, the exact quality to be left to the discretion of Miss Finks, but the price to be reduced as much as possible and at the same time keep the magazine up to its standard. Carried.

At the present time the magazine pages are electrotyped and the type therefore on the last magazine printed is as clear as on the first copy. The editor asked the committee to consider whether it would be well in order to save thirty-five dollars per month to have the magazine printed direct from the type. After discussion, the committee felt that it was best to continue electrotyped pages as heretofore since it would be unwise to risk any poorly printed copies.

The editor further suggested that there could be a very small saving in expense if more large type than at present were used, but it was considered best that, since the magazine should contain as much information as possible, the present policy concerning size of type be continued.

It being the editor's desire to have a large increase in the subscription list during the coming year, not only that the magazine be more widely read but as an aid in meeting cost, she asked the committee whether it would be well to make the Home Mission Monthly Apportionment fifty per cent of the members in a missionary society subscribing for "The Home Mission Monthly" instead of twenty-five. The committee felt that this would be wise and suggested that there be included in the Home Mission Monthly Apportionment leaflet information regarding present conditions, the necessity of keeping the magazine on a good financial basis, and the statement that since an increase in subscriptions would be a means to this end this advanced percentage was being asked of societies. It was suggested further that there be given in this leaflet interesting figures indicating the cost of the magazine three years ago and now, the amount paid by the magazine from its sinking fund into the treasury of the Board in past years, and the statement that the subscription price has not been raised because it is desired that the price shall be kept low so that every woman may have the magazine. After discussion, the committee recommended that the Home Mission Monthly Apportionment be increased to fifty per cent.

By using fewer cuts in the magazine, the editor suggested that expense would be lessened. The committee felt, however, that the magazine should contain practically as many illustrations as recently, but that one or two less might be used if the editor considered it advisable.

For the Freedmen's number of the magazine the Board of Missions for Freedmen sends the pictures but the magazine has the cuts made. Recently Mrs. Larimer, secretary, asked, as she has in the past, for the loan of some of these cuts for use in her leaflets, suggesting that she would be willing to pay for them. The editor asked the committee whether the Board of Missions for Freedmen should be charged for the cuts. After discussion the committee decided that it would be well for the editor to explain to Mrs. Larimer that in view of present expenses, and since from time to time the cuts made for the Freedmen's issue are useful to their Board the matter of charging them for the cuts to be made next April is being considered by this committee, and that her feeling in the matter be ascertained. If charged, they would receive the cuts after the magazine is published.

Miss Petrie reported that upon Mrs. Bennett's authority she was having printed a flier for the Westminster Girls' Camp at Northfield. She also reported that she is having printed for Westminster Circles a wallet "Experiments in Americanization".

Mrs. McMillan read a letter from Miss McCord to Miss Sheibley requesting that we withhold Miss Young's Manuscript entitled "The Call of the Cumberlands" from the press at present at least.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF MEETING OF LITERATURE AND PUBLICATION COMMITTEE

JUNE 17, 1919

Present: Mrs. McMillan, Mrs. Bancker, Mrs. Gildersleeve, Miss Finks, Miss Rue; also Miss Voss, Miss Sheibley, Miss Petrie for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The minutes of the meetings of May 20, 1919 and June 6, 1919 were read and the following items of unfinished business were reported upon and discussed.

Literature on Monthly Topics - No report from Mrs. Pingry as to whether she received reply from Mrs. Dickens-Lewis regarding article on "Proportionate Giving".

Miss Rue stated that she would communicate with Mrs. Waid so as to determine the topic she would cover in the leaflet she offered to write.

Miss Voss stated that she had no recollection of having promised to write any particular leaflet but expressed her willingness to write on any topic needing emphasis should it occur to her, also that she had in course of preparation a series of fliers setting forth the New Era Budget for 1920-21. In preparing these it is her idea to have them fastened together in some way so that they shall be distributed in sets because it has been discovered that in some cases people have had the impression that one or two of the fliers of the New Era Budget series for 1919-20 contained all information necessary regarding the objects covered by the Budget.

Miss Voss also stated that in her mind the literature put out by the Woman's Board of Home Missions did not at all compare well with that published by the Woman's Foreign Boards. She felt that items of interest printed concisely in the form of fliers appeal to the constituency. Others did not agree with her in this respect believing that longer articles are necessary to set forth pictures of the work. She also favored the free distribution of literature. These questions were discussed but no action taken regarding the same.

Leaflet on Cuba - In printer's hands.

Leaflet on Wooton - In view of several letters received from Miss McCord advising that Miss Young's article "The Call of the Cumberlands" shall not be printed on account of the sensitive feelings of the Mountaineers it was recommended that Miss S.L. Young be written that the committee regrets to have given her the unnecessary trouble of writing this article but feels that under the circumstances the leaflet cannot be printed at this time.

Dorland-Bell - Miss Sheibley reported that she had written Miss Shafer asking if her manuscript was ready. Miss Shafer replied that she would prepare it as soon as possible, that there had been no time to do the work since her return from Mr. Allaben's conference.

Historical Sketch of Woman's Board - Miss Quinlan reported that she will not be able to proceed with work on the Historical Sketch until fall or winter, possibly not until spring.

Historical Pamphlet on Alaska - Miss Crowell reported that her manuscript would be in committee's hands "before long".

Pictures - Miss Rue reported that she could do nothing towards preparing folios of pictures until the filing department has pictures in order for her use.

General Leaflet - Miss Sheibley reported that she hoped to have copy for leaflet ready by the end of the week.

Outlook for 1919-20 - Mrs. Bennett will prepare leaflet.

Year Book of Prayer 1920- Miss Quinlan reported that copy will be ready in July.

"The Indian and the War" - Miss Sheibley reported that under date of March fifth Mr. Harper had written that he would have article in hands of committee by March fifteenth. As she has received nothing the committee recommended that she write him again.

Literature on Work among Foreigners - Manuscript received from Mrs. McDowell in hands of committee.

Mr. Yergin's article was also received and it was suggested that he be asked for one or two of his charts to embellish it. It was therefore recommended that Miss Rue write Mr. Yergin asking for such charts and that if when article is returned to Miss Sheibley after having been read by committee and officers there be no adverse criticism it be placed in printer's hands for publication.

Mrs. McMillan stated that she had not heard from Mrs. Cummings in response to her request for an article on work among foreigners and asked that Miss Rue write her. She felt that it might be well to have the request come from more than one person.

Business Side of School Work - Miss Sheibley reported that Mr. Allaben had stated that he could not prepare such a leaflet until his return from Porto Rico.

Publications issued by General Council - Mrs. McMillan stated that it is considered advisable that the Woman's Board of Home Missions accept publications issued by General Council since it is represented on General Council and has a voice in authorizing such publications.

The Home Mission Monthly
Miss Finks reported that she had taken up with the printer the matter of reducing cost of paper used for the magazine and that she had been able to obtain a much thinner paper than that now in use but a quality that will take old cuts well. She reported also that she had placed a large order for a sufficient quantity to last until the end of the fiscal year and that the cost of the same would be $3000. She explained that while this sounded like a very large amount it was really a good figure as it enables her to save $1000 on paper for the year.

Mrs. Larimer wrote Miss Finks in reply to her inquiry as to whether the Board of Missions for Freedmen would consider the matter of paying for cuts used in the Freedmen issue of the magazine that she had felt for some time that it was only right that the Freedmen's Board pay its "share" of the April number of the magazine and stated that next year it would be willing to stand its share of the expense. The question as to just what its share would be was discussed and the committee suggested that Miss Finks write Mrs. Larimer giving her full cost of the April issue of the magazine, thanking her for her offer, and asking just what she means by "her share".

The following items of new business were then discussed.

Miss Petrie asked whether there might be a reprint of the leaflet "For Christ and Church" so as to supply Christian Endeavor Conventions. She asked also whether she might have an Annual Methods leaflet and a reprint of "A Budget of Opportunities". The committee recommended that her request be granted.

Miss Rue asked the committee whether it would be willing to overture General Council to limit the granting of credit on publications returned. She stated that at the present time many presbyterial secretaries for literature order publications to the amount of $1.00 or $1.50 in value and return more than 50% unsold, and that the counting and crediting of this returned stock consumes hours of unnecessary clerical work in the office. She explained further that our Board is obliged to do this since all of the Woman's Foreign Boards give credit to both local and presbyterial patrons. In view of the fact that the Foreign Boards will unite she asked whether General Council might be overtured to adopt a new ruling regarding the return of unsold literature that shall suit this new day in which we are living.

After discussion the committee recommended that Miss Rue prepare such an overture to present to General Council.

Miss Rue submitted to the committee for its inspection the World Friendship Stamp Album published by the Missionary Education Movement asking whether she might order a quantity of this publication for sale in the Literature Department. After discussion the committee recommended that Miss Rue be authorized to purchase one thousand copies.

Mrs. Miner of Minneapolis submitted to the committee manuscript for a play entitled "Americanization", and it was recommended that the same be read by officers and if considered to be worth publishing it be passed to the members of the committee to read and pass judgment upon.

Mrs. Gildersleeve submitted an article entitled "Work among Hungarians" printed in "The Presbyterian Banner" of April 12, 1919 as helpful for our leader's packet on Americanization. The committee recommended that it be published.

Miss Finks stated that Mrs. Pingry had suggested to her that "A Debt or a Charity" published in January 1919 issue of "The Home Mission Monthly" be reprinted in leaflet form. There was no decision regarding this.

Miss Rue submitted for inspection copy for a flier to advertise the Year Book of Prayer for 1920. It was approved by the committee.

Mrs. McMillan stated that she would advertise literature at the September Third Tuesday Meeting or see to it that some one else does so.

Miss Sheibley reported that she was having printed a revised edition of "Acts of Incorporation and By-Laws of the Woman's Board of Home Missions of the Presbyterian Church in the U.S.A." since corrections need to be made in the edition now in use.

Mrs. Gildersleeve stated that she wishes to prepare a mission study leaflet. She explained that she has not yet decided on just the sort of leaflet it will be but asked whether she might be authorized to go ahead with the same. The committee recommended that she proceed with the work.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF MEETING OF LITERATURE AND PUBLICATION COMMITTEE

October 21, 1919

Present: Mrs. McMillan, Mrs. Pingry, Mrs. Holt, Mrs. Kraeger, Mrs. Thompson, Miss Torrence, Mrs. Douglas, Miss Rue; also Miss Sheibley and Mr. Allaben for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

Items needing consideration included in minutes of meeting of June 17, 1919 were discussed and the following reports and motions made regarding the same.

Literature on Monthly Topics - Mrs. Pingry reported that Mrs. Dickens-Lewis made no offer to write an article on "Proportionate Giving" in response to her communication. The committee discussed whether such a leaflet is now needed since New Era advance literature is being printed from time to time and in this connection Miss Rue brought to the committee's attention the fact that the Methodist Board had most helpful literature on the subject of giving. It was therefore moved and carried that Miss Rue secure from the Methodist Board such literature on the subject of giving as she considered helpful in our work.

Dorland-Bell - No report. The committee recommended that a letter renewing our request for her manuscript on Dorland-Bell be sent Miss Shafer.

Historical Sketch of Woman's Board - No report. It was recommended that Miss Quinlan be asked to report progress made toward preparation of Historical Sketch of Woman's Board.

Historical Pamphlet on Alaska - No report. It was recommended that Miss Crowell be written to the effect that the committee has just held its meeting and hopes she will bear in mind the fact that it is looking for her manuscript.

General Leaflet - Miss Sheibley reported that she did not consider it advisable to issue a leaflet under the title "The Challenge of Illiteracy" since the material in hands for such a leaflet is more of an appeal to the government than for our work. She further stated that the statistics contained in Miss Quinlan's leaflet "For Christ and Church" are very little unlike those to be included in "The Challenge of Illiteracy". It was therefore recommended that the leaflet "For Christ and Church" and manuscript for "The Challenge of Illiteracy" be presented to the committee for inspection at its next meeting.

Year Book of Prayer 1920 - It was reported that this publication is caught in the press on account of printers' strike.

Indian and the War - Caught in the press on account of printers' strike.

Literature on Work among Foreigners - It was reported that Mrs. McDowell's manuscript is considered too limited for publication and that Mrs. Cummings did not respond to request for an article on this topic.

Business Side of School Work - No report. It was recommended that Mr. Allaben be reminded of his promise to write on the "Business Side of School Work" after his return from Porto Rico.

Overture to General Council - According to action at the last meeting of the committee Miss Rue prepared the following to submit to General Council:

> "In line with methods adopted by mercantile and publishing houses because of results of industrial conditions growing out of the war, after April 1, 1920 our Woman's Boards of Home and Foreign Missions will send no literature on approval to local societies and will give no credit on unsold literature returned from local societies. Synodical and presbyterial secretaries for literature ordering publications for display and sale at annual and district meetings will be granted the privilege of returning unsold stock to the amount of 33 1/3 per cent of the bill if such publications are sent back to headquarters in perfectly salable condition not later than forty days from the date of bill. Transportation both ways shall be paid by the purchaser on literature returned."

After discussion the following action was taken: Motion - That Miss Rue's overture to General Council regarding credit privileges on returned literature be submitted to the Woman's Board and that she add to the overture the statement that should her suggestion not meet approval that General Council be asked to draft a regulation for crediting unsold stock that shall be acceptable to all Woman's Boards so as to unify methods of doing this work. Carried.

Mrs. Miner's manuscript "Americanization" - It was reported that Mrs. Miner's manuscript was not considered practical for publication and was therefore returned to her.

A Debt or a Charity - After discussion it was recommended that if possible to put through the press before the next meeting of the committee Miss Rue be authorized to have printed in leaflet form the article "A Debt or a Charity" that appeared in the January 1919 issue of The Home Mission Monthly. If on account of the printers' strike it be impossible to do this before the next committee meeting it was recommended that members of the committee read the article and report their opinion of it.

Mrs. Gildersleeve's Mission Study Leaflet - No report.

Should there be interesting material available, Miss Sheibley asked whether the "News" sheet, the first issue of which was printed in October 1919, could be continued as a quarterly, coming out the first of December, the first of February, and the first of April, her idea being to have it include up-to-date news that can be gotten off the press within two or three days. After discussion the following action was taken:

Motion - That Miss Sheibley be authorized to issue the "News" sheet quarterly if there be fresh material available. Carried.

Mrs. Douglass, acting editor of The Home Mission Monthly, reported that subscriptions to the magazine were coming in slowly as they are expected to do until the first of November when they usually increase.

She reported also that she is planning to have in coming issues of the magazine prize essays by pupils of mission schools who shall write on topics that she will suggest. She has asked the pupils of schools in the mountains to write on "The Greatest Mountaineer", Indian pupils to write on "The Best Friend of My People" and later will suggest subjects to pupils in schools among Spanish-Speaking people and Negroes. She asked advice from the committee as to whether it would be wise to invite the children in schools among Mormons to participate in the contest. She also asked the committee to appoint three judges to decide on prize winners. By awarding a book for the first prize and a subscription to the magazine for the second prize she is hoping to avoid expense.

Mrs. Douglass then brought to the attention of the committee the fact that on account of the printers' strike the dummy for the November issue of the magazine was still in the printers' hands without any prospects of its getting further, that everything is ready for the magazine to be put through the press as soon as the strike breaks but that printers think it is to be a fight to the finish and that the strike may not be over for weeks and possibly months.

The advisability of combining two issues of the magazine was then discussed. It was recommended that Mrs. Douglass communicate with postal authorities at once asking whether it would be permissible to combine two issues of the magazine so that she might be ready to go ahead with this plan should the strike continue.

The acting editor further reported that she had sent notices to the effect that the magazine had been delayed on account of the strike to five Presbyterian magazines, *The Continent*, *The Presbyterian*, *Presbyterian Banner*, *Herald and Presbyter*, and *Presbyterian Advance*.

The advisability of having the magazine printed by an out of town printer was then considered. No definite action was taken regarding this matter because the fact that out of town printers do not like to take strike work was brought to the attention of the committee.

The committee recommended that typewritten slips containing information regarding the necessary delay of printed matter on account of strike conditions be prepared and placed in letters sent out from the offices of the Woman's Board.

Mrs. Thompson was appointed to advertise literature at the November Third Tuesday Meeting.

It was reported that Mrs. Waid's book "*Alaska the Land of the Totem*" is caught in the press on account of printers' strike.

The question as to whether or not the use of mite boxes shall be continued in view of New Era plans was considered and after discussion the following action was taken:

Motion - That the question of continuing the use of mite boxes be left to the office conference with power. Carried.

Miss Rue brought to the attention of the committee the fact that the publications, "The Impersonation of 'Cindy's Chance'", "Ann Eliza Pease", "The Alaskan of To-day", and "At Work with the Italians", were out of stock and asked whether or not they should be reprinted. After discussion the committee recommended that "The Impersonation of 'Cindy's Chance'" and "Ann Eliza Pease" be reprinted, that "The Alaskan of To-day" be submitted to Mr. Allaben for his opinion, and that Mrs. Gildersleeve be asked regarding the advisability of having a reprint of "At Work with the Italians".

Mr. Allaben offered to the committee a portion of his manuscript of 4000 words on work in Porto Rico, the entire manuscript being too long for publication in The Home Mission Monthly. The committee thanked Mr. Allaben and stated that they would be glad to have his manuscript.

Meeting adjourned.

Stenographically repprted

Approved by -

MINUTES OF ANNUAL MEETING OF LITERATURE AND PUBLICATION COMMITTEE

NOVEMBER 18, 1919

Present: Mrs. McMillan, Mrs. Pingry, Mrs. Holt, Mrs. Hovey, Mrs. Thompson, Mrs. Kraeger, Mrs. Douglass, Miss Rue; also Mrs. Bancker, Miss Sheibley, Mrs. Gildersleeve, Miss Petrie, Miss Torrence, Miss Tyler, for a portion of the time.

The meeting was called to order by the chairman, Mrs. McMillan, who offered prayer. As this was the annual conference of the committee a list of literature needs for the year 1920 was placed in the hands of the members present, but before considering it, items of unfinished business were presented and the following reports were made:

Dorland-Bell - No report.

Historical Sketch W.B.H.M. - Letter from Miss Quinlan was read. She stated that she had to date made no further progress on the Historical Sketch than was reported some time since and offered to turn over the material in hand to some one whom the committee might suggest. She stated further that it would be impossible to complete the pamphlet before late winter or spring. The work was left in Miss Quinlan's care.

Historical Pamphlet-Alaska - Mrs. McMillan reported that she had received a letter from Miss Crowell who stated that the breaking up of her home and moving her family had made such a drain upon her time and strength that work on the Historical Pamphlet on Alaska had been put aside, but that she hoped now to continue it.

Year Book of Prayer 1920 - Miss Rue reported that the printer hoped to be ready to deliver first copies of the Year Book of Prayer for 1920 about Dec.1, 1919.

Indian and the War - Caught on press during printers' strike.

Business Side of School Work - No report. It was considered that such a publication would be most valuable and Mrs. McMillan stated that she would write Mr. Allaben regarding his promise to prepare it.

Overture to General Council - The recommendation from the Literature and Publication Committee that the Woman's Board ask General Council to adopt a certain ruling to apply to all publications of the Woman's Board was presented. It was voted that this matter be held for further consideration of the Board.

Alaska the Land of the Totem - Caught on press during printers' strike.

Mite Boxes - It was reported that Miss Sheibley is to communicate with the Woman's Foreign Boards to learn whether they keep supplies of mite boxes. At office conference it was the consensus of opinion that a limited stock of mite boxes should be retained but that we discontinue advertising them in our catalogue.

Mss. Porto Rico, by Mr. Allaben - In hands of committee.

The needs for 1920 were then considered.

PROMOTION OF LITERATURE

Because recommendations for the distribution and use of our publications sent from headquarters to presbyterial secretaries for literature fail to reach local organizations promptly, Miss Rue asked the committee for the privilege of approaching societies through other channels also. Several months often elapse before literature needed in the early part of the year's work reaches the local society and the chief reason for the delay seems to be the lack of equipment for the presbyterial secretary for literature. After considerable discussion that brought out the opinion that because our Literature Department is an advertising agency it should have the privilege of advertising its wares through whatever channels it may seem advisable to do so, the following action was taken:

Motion - That a letter be sent from either the Literature Department or the office of the General Secretary to presbyterial presidents explaining the situation and asking them to cooperate by authorizing an appropriation from their contingent funds that shall make it possible for secretaries for literature to carry on their work. Carried.

That secretaries for literature might know exactly what is expected of them the committee moved that Miss Rue be asked to prepare a leaflet outlining duties of secretaries for literature. Carried.

MONTHLY TOPICS 1921

Miss Sheibley, Mrs. Douglass and Mrs. Waid were appointed a committee to prepare list of topics for 1921, Miss Sheibley to serve as chairman of committee, and the list of topics to be ready March 1920.

YEAR BOOK OF PRAYER 1921

The question as to who should prepare the Home Missions section of the Year Book of Prayer for 1921 was discussed. In this connection Miss Sheibley stated that our Board had accepted an outline for the kind of informational material to be used in the Year Book for the next two years. The following action was taken:

Motion - That a committee be appointed by the chairman to select some one to prepare Home Missions portion of Year Book for 1921. Carried.

OUTLOOK OF THE YEAR'S WORK 1920-21

This article is usually prepared by Mrs. Bennett.

PRAISE SERVICE 1920

Motion - That Mrs. Gildersleeve write Mrs. McDowell of Danville, Ky. asking whether she would be willing to prepare the Praise Service for 1920. Carried.

SPECIAL DAY OF PRAYER

Miss Rue brought to the attention of the committee the fact that the Federation of Woman's Boards of Foreign Missions and Council of Women for Home Missions jointly recommend the first Friday of Lent, Feb.20,1920, as a day of special prayer for missions which really takes the place of the Day of Humiliation and Prayer recommended by the Woman's Executive Committee at its Decennial Meeting in 1888, and suggested that if a special call to prayer for this day were made through The Home Mission Monthly it would be observed throughout the constituency.

It was also reported that General Council would issue a leaflet advertising this special day of prayer and the advisability of procuring a supply for the Woman's Board of Home Missions was discussed.

After consideration of these matters the committee took the following action:

Motion - That leaflet advertising special day of prayer be purchased from General Council, and that Mrs. Bennett be asked to prepare a small paragraph for publication in The Home Mission Monthly calling attention to the prayer service. Carried.

WHAT AND WHEN 1921

Miss Rue reported to the committee that several local societies had asked that Foreign Missions be included in the little calendar of work entitled "What and When" and asked whether the committee favored the inclusion of Foreign work.

After discussion the committee recommended that because several local organizations have made the request that our calendar of work entitled "What and When" be made a joint publication to include both Home and Foreign Missions that the matter be submitted to General Council to know whether it would wish to take any action regarding it.

CATALOGUE

Miss Rue will prepare as usual.

ANNUAL MEETING EXHIBIT 1920

The question as to whether it would be advisable to combine with the literature display at the annual meeting, which may be the Biennial Meeting, an industrial display, was considered, and after discussion it was decided that it would hardly pay to take the time that would be required by the pupils to prepare handiwork for such a display.

ANNUAL MEETING EXHIBIT 1920 cont.

It was, however, suggested in connection with the annual meeting exhibit that handiwork from mission stations, including Porto Rican lace and embroidery, Indian baskets, and industries of Southern Mountaineers, be procured and placed on sale.

In view of the fact that at the last Board meeting the matter of the Biennial Meeting was left in the hands of a committee, it was moved that the matter of an exhibit also be placed in the hands of a committee to be selected by the chairman. Carried.

Mrs. McMillan appointed Miss Petrie and Miss Rue as committee on exhibit to consult with the Board's committee.

MONTHLY TOPICS 1921

Mrs. McMillan asked that the list of topics and suggested titles for leaflets submitted in the list of needs be considered by members of the committee and that the matter of providing for the same be deferred until the next meeting of the committee. She asked that the members of the committee study these needs in the interim and that they be prepared to make suggestions for developing them and also to suggest authors to write on them.

NARRATIVES

It was recommended that Miss Rue procure from the Interchurch World Movement such narrative leaflets as they publish that would be useful for distribution by the Woman's Board.

The chairman suggested that as members of the committee travel from place to place they keep in mind the securing of authors for narrative leaflets.

PLAYS TO BE PREPARED BY YOUNG PEOPLE

The committee considered the advisability of offering prizes for plays that might be prepared by young people who had talent along this line, and Miss Tyler, secretary of Student Work, suggested that an appeal be made through the Presbyterian Colleges asking for plays on "Immigration" especially, also allowing authors to select other fields for other plays. After discussion the following action was taken:

Motion - That the Student Committee be empowered to solicit plays from the young people whom they reach and that the Board offer to pay twenty-five dollars for the play that shall be accepted as best by the Literature and Publication Committee and a less sum for others of less merit that are useful. Carried.

LEAFLET ON ALASKA

Mrs. Gildersleeve reported to the committee that she had recently heard Miss Anna Bell Stewart of Langdon Memorial give an excellent talk regarding her trip to Alaska and suggested that the information in it might be most useful in leaflet form. The committee recommended that Mrs. Gildersleeve write Miss Stewart asking whether she would be willing to write such a leaflet.

SUMMER OFFERING LEAFLET 1920

It was recommended that Mrs. Dickens-Lewis, President of Ohio Synodical Society, be asked to prepare Summer Offering Leaflet and that samples of summer offering leaflets used in past years be sent her so she may have an idea of the sort of leaflet required.

LEADER'S MANUAL FOR USE WITH "THE SOUL OF AMERICA"

It was recommended that Mrs. Thompson prepare Leader's Manual for use with Dr. C.L. Thompson's book "The Soul of America".

PRICE OF "THE SOUL OF AMERICA"

Miss Rue brought before the committee information that the Board of Home Missions in conjunction with Mr. Milliken's office issued a pamphlet in which "The Soul of America" is advertised as being procurable through the Board of Home Missions and Woman's Board of Home Missions for the "special price" of forty cents in paper and one dollar in cloth binding. The publisher's price is fifty cents in paper and a dollar and twenty-five cents in cloth. The Woman's Board of Home Missions never gave permission to advertise this book at this reduced price and furthermore cannot afford to sell it for less than the publisher's price. After discussion it was recommended that the chairman communicate with the New Era Movement regarding this matter.

THE OPEN DOOR

Miss Petrie reported that she had sent the play "The Open Door" to Miss Dorothy Woolverton, the author, asking that she revise the same.

THE HOME MISSION MONTHLY

At the request of the committee Mrs. Douglass reported regarding the progress of The Home Mission Monthly. She stated that the November issue is not yet off the press, but that the printer had been negotiating with another New York pressman who is willing to take the work of finishing this issue. On account of the difference in presses and other paper that would need to be used, the price, however, would be between four hundred and five hundred dollars more than is usually paid for a single issue if the work were transferred to this other printing firm. The committee considered the advisability of this extra outlay of money to get the magazine for November out at once, but finally recommended that the publication of the magazine be withheld until DeLaMare could proceed with the work and that Miss Rue state the situation in the committee's next report to the Board.

Advice was then asked about combining the December and January issues and after consideration the following action was taken:

Motion - That the Committee recommends that the December and January issues of The Home Mission Monthly be combined in such way as the editor thinks best and that this action be submitted to the Board at its next meeting. Carried.

THE HOME MISSION MONTHLY cont.

Mrs. Douglass suggested that as a means of advertising the magazine, excerpts from articles that are to appear in it be sent other Presbyterian periodicals for publication in their pages. The committee considered this a good suggestion and -
Moved - That when practical excerpts from articles which will appear in The Home Mission Monthly be typed and sent to other Presbyterian papers for publication in their pages as an advertisement of our magazine. Carried.

LITERATURE FOR THE HOME MISSION MONTHLY DEPARTMENT

It will be necessary during the coming year to print circulars for local and presbyterial societies, the usual order blanks and expiration notices, also a flier for extensive circulation similar to the "Three Meals a Day" issued last year.

Officers were asked for a statement of the literature needs of their departments for the coming year. Before hearing the needs of the departments the committee -

Moved - That Miss Rue estimate the amount required to cover the expense of the needs of the various departments so as to present a statement that shall aid the Budget Committee when the Budget of the Literature Department shall come up for decision. Carried.

LITERATURE FOR GENERAL SECRETARY'S DEPARTMENT

Miss Sheibley stated that literature setting forth the annual meeting budget, a promotion leaflet for the autumn, and "News" sheets as occasion demanded, would probably cover this need.

LITERATURE FOR YOUNG PEOPLE'S DEPARTMENT
LITERATURE FOR WESTMINSTER GUILD

Miss Petrie submitted quite a list of promotion, educational and methods leaflets that will be needed for her work during the coming year, and stated that it would be difficult to submit a list of Westminster Guild needs because such helps are issued jointly with the Woman's Foreign Boards.

LITERATURE FOR MISSION STUDY

Mrs. Gildersleeve stated that she would need "announcements, charts, literature on text book and stimulating leaflets", and mentioned that her leaflets "Mission Study - Have You Tried?", "Mission Study Valued at Par", and "The Relay Class" are to be dropped from her list of helps when the present stock of these becomes exhausted but that she would need new publications to take their place.

LEAFLET BY MRS. KING OF CHICAGO

Mrs. Gildersleeve asked whether a leaflet on mission study by Mrs. King of Chicago now being printed by the Foreign Boards might be issued jointly with our Woman's Board of Home Missions and whether she might have 2000 copies for her office. After consideration the committee -
Moved - That Mrs. Gildersleeve be empowered to procure 2000 copies of Mrs. King's leaflet on mission study for the use of her department. Carried.

LITERATURE FOR TREASURY DEPARTMENT

When asked to submit a list of the literature needs of her department Miss Terrence stated that this would be difficult for her to do because she felt that the amount of printed matter required would depend entirely upon the condition of the treasury. The committee agreed with her in this.

She asked whether there might be published in leaflet form a concise statement or a prospectus of school work, also a similar statement of our medical work. The committee moved that Miss Torrence prepare a manuscript giving concise statements of school and medical work and present the same to the committee for publication in leaflet form. Carried.

LITERATURE FOR STUDENT COMMITTEE

Miss Tyler asked that she might be permitted next year to select 250 copies each of eight or ten leaflets from the stock in Literature Department to send to her summer conferences free of charge. This request was granted.

She asked also whether the full set of "Nutshell Items" might be included in an attractive folder for the use of her department and after consideration the committee -
Moved - That Miss Rue prepare a folder in which to enclose the full set of "Nutshell Items" for the use of the Student Committee. Carried.

Miss Tyler requested further that she might have for the use of her department a leaflet regarding Smith, Kentucky, based on article that appeared in New Era Magazine of September 1919. In this connection Mrs. Douglass stated that she had in hands a splendid article on Smith that was to be issued in the November Home Mission Monthly. After considering the advisability of having such a leaflet the following action was taken:
Motion - That Miss Tyler compile material for a leaflet on Smith, Kentucky, including information contained in the articles on this mission in the New Era Magazine and The Home Mission Monthly. Carried.

Several items included in the Annual Statement of Needs were not considered because time did not permit. These will be taken up at next meeting of committee.

Meeting adjourned.

Stenographically reported

Approved by -

L.J.

ANNUAL STATEMENT OF LITERATURE NEEDS

NOVEMBER 1919

PROMOTION OF LITERATURE

1. Information from headquarters to presbyterial secretaries for literature does not reach local organizations promptly.

2. Many presbyterial secretaries for literature are not equal to the task of showing local societies how to utilize our helps.

3. No funds in either synodical or presbyterial societies for promotion work.

4. The direct appeal is the only method for securing prompt distribution of publications. How much of this will our Board allow?

ANNUALS

MONTHLY TOPICS 1921

Because a large percentage of our local societies plan their missionary programs from April first to April first these topics should be printed March 1920.

YEAR BOOK 1921

Copy should be ready August 1, 1920; finished product Sept.15,1920. Who shall prepare Home Missions section?

SUMMER OFFERING LEAFLET 1920

Needed for distribution March 15, 1920.

OUTLOOK OF THE YEAR'S WORK 1920-21

Should be ready August 15, 1920.

PRAISE SERVICE 1921 - Mrs. McDowell 'Ky.

Programs for Home Mission Week and Special Day of Prayer have greatly reduced the autumn demand for the annual Praise Service. May we publish a Praise Service for Easter and recommend its use on that occasion?

The Federation of Woman's Boards of Foreign Missions and Council of Women for Home Missions jointly recommend the first Friday of Lent, Feb. 20, 1920, as a day of special prayer for missions. This really takes the place of the Day of Humiliation and Prayer recommended by our Woman's Executive Committee at its Decennial meeting in 1888. If we should issue a special call to prayer for this day through our Home Mission Monthly it would be observed throughout our constituency.

WHAT AND WHEN 1921

Because this is a calendar of the year's work of a local society it has had a very large circulation for seventeen years. Some organizations have asked that Foreign Missions be included in it. Does our committee favor the inclusion of Foreign work?

CATALOGUE 1920

ANNUAL MEETING - EXHIBIT

Is this Biennial Year? What kind of display. Literature only, or a combination with industrial work from schools?

HELPS NEEDED ON MONTHLY TOPICS

Month	Topic	Suggested Title
January	A Budget of Opportunities	Open Doors for Dollars
February	Advance of the American Indian	Should the Indian be given the franchise?
March	Americans in the Making	Is the Church or the Government doing more for Americanization?
April	Changing Conditions of Negro Americans	
May	The Spanish-Speaking Southwest	Why Spanish-Speaking Americans need Christian education
June	Missions in the West Indies	Progress in the West Indies
July	Woman's Board of Home Missions	
August	Future Leaders of the Church	How to Train Children to Give
September	A National Program	Work for the New Era (See "Work for the New Century")
October	Alaska's Development	Alaska's Present Outlook
November	New Roads in the Mountains	Thirty Years Ago and Now in the Appalachians
December	In Utah	Christian Education as an Antidote for Mormonism

MISSION STUDY

Theme: "The Church and the Community"
Senior Book by Ralph E. Diffendorfer
Junior Book by Dr.   Stocking of Montclair

Mrs. Gildersleeve says she will need "announcements, charts, literature on book and stimulating leaflets".

MISSION STUDY cont.

Cost of equipment from April 1st to November 15, 1919

5000	Americanization	$74.50	
4950	Christian Americanization folder	42.00	
10500	" " "	75.00	
10000	" " "	33.00	
10100	Enrollment Cards	40.00	
15900	Mission Study - Have You Tried?	45.00	dropped
10000	Mission Study Valued at Par	21.00	"
5000	"Neighbors" and four other leaflets for leader's packet	183.00	
5000	Protestant Hungarians	110.00	
5000	Immigrants	110.00	
12000	Relay Class	20.80	dropped

Books

1000	Called to the Colors	183.67	
450	Leader's Manual "	33.75	
10273	Christian Americanization	2518.67	
5000	" " (bill unpaid)	1200.00	
1762	Leader's Manual - Christian Amer.	85.90	$4776.29

LITERATURE FOR YOUNG PEOPLE'S DEPARTMENT
Miss Petrie will report.

LITERATURE FOR WESTMINSTER GUILD
Miss Carter will report.

LITERATURE FOR STUDENT COMMITTEE
Miss Tyler will report.

NARRATIVES
May we make an appeal through The Home Mission Monthly for good stories? Kate Hamilton and Sally Campbell continue to write. Perhaps we could appeal directly to them. The Interchurch World Movement offers to suggest authors for missionary articles.

LEADER'S MANUAL FOR USE WITH "THE SOUL OF AMERICA"
If we may issue such a manual we might sell hundreds of the book.

Price of "The Soul of America"
Weight paper binding - 11 oz. parcel post to California - 12c. per copy
" cloth " 13 oz. " " 1st zone ------ 4c. " "

Miss Rue will report.

NEEDED
Play showing sane methods for a missionary society to use in Americanization work. Mrs. Waid suggests Miss Mary Hay, 1274 Robert St., Elizabeth, N.J. as possible author.

NEEDED cont.

A Sequal to our Service Flag

We have received several requests asking:

What our pupils did in the war?

Who are our missionary war heroes?

Two Bibles, by Mrs. Geo. W. Coleman

The Council of Women for Home Missions has accepted this manuscript for publication and will sell it at cost to the various Woman's Boards. Our Board can use 25,000 copies without difficulty. What is the pleasure of this committee?

The Open Door

This play is out of print and slightly out of date. Afew changes will make it useful. As it seems acceptable to societies, may it be revised and reprinted?

"TOOLS IN TYPE"

How to meet cost of cuts used on this page in Home Mission Monthly.

"Tools in Type" plagiarized in Outlook of Missions.

SERVICE POSTERS

Stock on hands November 15, 1919 - 1165 sets

Disposition of stock remaining Jan. 1, 1920

THE HOME MISSION MONTHLY

Mrs. Douglass will report.

UNFINISHED BUSINESS FROM MINUTES OF OCTOBER 21, 1919

- ✓ Dorland-Bell - Report ? -
- ✓ Historical Sketch W.B.H.M. - Report received from Miss Quinlan
- ✓ Historical Pamphlet Alaska - Report ?
- ✓ Year Book of Prayer 1920 - Report, Letter Miss Allis
- ✓ Indian and the War - Caught on press during strike
- ✓ Business Side of School Work - Report ?
- ✓ Overture to General Council - Report ?
- ✓ Alaska - The Land of the Totem - Caught in press during strike
- ✓ Mite Boxes - Shall they be continued? - Report from office conference.
- Mss. Porto Rico, by Mr. Allaben - In hands of committee

Minutes Feb. 18, 1919

Tables for displaying publications?

November 26, 1919

Memorandum for Miss Tyler

At the last meeting of our Literature and Publication Committee your request for 250 copies each of eight or ten leaflets for summer conferences was granted, also that for the little folder into which the "Nutshell Items" may be enclosed. This will be prepared later when our printers have their work in more settled condition.

Action was taken that you compile material on Smith, Kentucky, including in it the information contained in the articles on this mission in the New Era Magazine for September 1919 and The Home Mission Monthly for November 1919.

It was further moved and carried that the Student Committee be empowered to solicit plays from the young people whom they reach and that the Board offer twenty-five dollars for the play accepted as best by the Literature and Publication Committee, and a less price for other plays of less merit that are useful. This action was taken after considerable discussion with regard to our need for plays on Immigration especially. There is also need for plays on the Indian, Mexican and Alaskan fields. A year or two since we asked Ex-Senator Cannon to help us to get a play on Mormonism and he thought he might do so but he has never reported success. A good play on this subject would be fine.

SCR/LJ

November 26, 1919

Memorandum for Mrs. Gildersleeve

At the last meeting of our Literature and Publication Committee action was taken to ask you to write Mrs. McDowell of Danville, Kentucky, to prepare the praise service for 1920 for our department. The manuscript should be in our hands not later than June first and should not exceed seven pages of printed matter in length. We can furnish samples for you to send Mrs. McDowell that will give her some idea of the kind and amount of material desired.

Action was also taken to request you to write Miss Anna Bell Stewart to prepare for us a manuscript that shall describe her trip to Alaska.

You were empowered to procure 2000 copies of Mrs. King's leaflet on mission study for the use of your department. When speaking with Mrs. Bennett regarding the various actions of our committee a day or two since she suggested that your request should go to General Council so as to have Mrs. King's leaflet come to us through that source. You will know whether it will therefore be necessary for you to secure action from our Board to present this matter to Council.

We shall be most grateful for your attention to these matters.

SCR/LJ

November 26, 1919

Memorandum for Mrs. Douglass

At the meeting of our Literature and Publication Committee on the eighteenth instant it was moved that Mrs. Bennett be asked to prepare a small paragraph for publication in The Home Mission Monthly calling attention to the special day of prayer which is recommended by the Federation of Woman's Boards of Foreign Missions and the Council of Women for Home Missions to be observed the first Friday of Lent, February 20,1920. Will you kindly secure this paragraph from Mrs. Bennett? It should be included in the Hanuary issue of The Home Mission Monthly, I think.

SCR/LJ

November 24, 1919

Memorandum for Miss Sheibley

I am sending you herewith the minutes of the last meeting of our Literature and Publication Committee.

Will you kindly secure information as to what progress has been made on the proposed leaflet on Dorland-Bell?

Will you also ask Mrs. Dickens-Lewis of the Ohio Synodical Society to prepare Summer Offering leaflet for 1920? I will furnish samples to enclose with your request.

Please submit the question about "What and When" to General Council for consideration at its next meeting. Will it be necessary for this item to go before our Board previous to this time?

I will frame up a letter for presbyterial presidents as soon as time permits and will submit it to you for suggestions.

Will you kindly notify Mrs. Waid of her appointment to the committee on topics?

I think we have covered all the other items needing attention in the minutes.

SCR/LJ

MINUTES OF THE MEETING OF THE LITERATURE AND PUBLICATION COMMITTEE

DECEMBER 16, 1919

Present: Mrs. McMillan, Mrs. Bancker, Mrs. Hovey, Mrs. Holt, Mrs. Gildersleeve, Mrs. Douglass, Miss Rue; also Miss Petrie and Miss Torrence for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

Mrs. Bancker was appointed to advertise literature at the January Third Tuesday Meeting.

The following items on the annual statement of needs of the Literature Department were taken up for consideration. Because of lack of time at the annual meeting of the committee these items were not considered at that time.

PLAY ON AMERICANIZATION

The need of a play showing sane methods for a missionary society to use in Americanization work was brought before the committee. After considerable discussion as to the advisability of having such a play it was recommended that Miss Elliott and Miss Hay be asked whether they would be willing to prepare manuscripts should the committee decide later to publish a play of this sort. It was suggested further that the members of the committee when reading literature on the subject of Americanization have in mind such stories as might be well dramatized and present the same to the committee for consideration.

SEQUEL TO OUR SERVICE FLAG

Miss Rue brought to the attention of the committee the fact that questions had been received asking "What our pupils did in the war", "Who are our missionary war heroes?", and she suggested that we might have a leaflet entitled "The Sequel to our Service Flag" to comply with such requests. In discussing the advisability of having such a leaflet the committee felt that it would be most unwholesome to site any particular boys for heroic work done, and it was recommended that Mrs. Douglass correspond with the schools and endeavor to procure information as to how many of the pupils and faculty that went to war had returned and what work they were now engaged in. It was suggested further that if we prepare such a leaflet mention be made of the boys who were obliged to stay at home.

TOOLS IN TYPE

The fact that "Tools in Type" had been plagiarized in the Outlook of Missions was brought to the attention of the committee. It was recommended that a note be sent to this magazine stating that as the title used is borrowed from our magazine a note be placed somewhere within the pages of the Outlook of Missions giving credit for the same to our Home Mission Monthly.

The question as to whether the cost of cuts used on the page "Tools in Type" should be met by the Literature Department or The Home Mission Monthly was brought up for discussion. No action was taken.

In order to recommend to the Board an amount for the Literature Budget for 1920-21 Miss Rue was asked to prepare a statement which might make it possible for the committee to decide upon an amount. Because the figures for the year 1919-20 were not available she presented a statement of the cost of conducting the Literature Department in 1918-19. The committee felt, however, that because of the large increase in all items of expense it would be difficult to intelligently state an amount for the budget for 1920-21. It was suggested that Miss Torrence look into the matter, confer with Miss Rue regarding the same, and suggest an amount for the budget to the committee at its next meeting.

Miss Petrie asked whether in Miss Sheibley's absence from the office it would be permissible to have printed literature for her department needed at once. After discussion the following action was taken:

Motion - That in the absence of the General Secretary necessary printing be done on the approval of the committee. Carried.

It was further moved - That Miss Petrie be empowered to print her leaflet "A Wheel" at once. Carried.

Miss Rue reported that there remained unsold 1155 sets of Service Posters and asked the committee's advice as to what disposition might be made of the stock that shall still be on hands January 1, 1920. The advisability of lessening the price was discussed but not considered advisable. There were other suggestions made such as: when orders amounting to one dollar or more are received a set of posters be sent without charge, that societies who contributed this year $100 or more receive a set, that societies who have increased their gifts a certain proportionate amount have a set sent them, that poorer societies who cannot afford to purchase posters receive them without charge. After discussion it was recommended that as the officers and field secretaries go from place to place they have the posters in mind and present to the Literature Department addresses to which the posters may be sent and used profitably. It was further recommended that a hundred or more addresses be selected from Miss Torrence's list of contributing societies to receive posters without charge. It was suggested to give posters without charge if impossible to sell them.

Mrs. Douglass reported to the committee that the December-January issue of the magazine was on the press, but that it would not be ready for distribution as early as she had at first anticipated.

Miss Rue asked the committee whether a supply of publications should be sent every presbyterial meeting whether an order from the presbyterial secretary for literature is received or not. The question was discussed but no action taken regarding the same. It was recommended that it be taken up for consideration at next meeting of committee.

Mrs. Thompson's manuscript for the Text Book Supplement for use with "The Soul of America" was presented. It was felt that owing to the high cost of printing it might be well to shorten it somewhat and the committee recommended that it be returned to Mrs. Thompson with the request that she condense the number of questions so that there shall be not more than ten on each of the twelve chapters of the book.

The leaflet "Quiz on Our Schools in Cuba", published by the Woman's Auxiliary of the Presbyterian Church U.S., received from Mr. Wharton, was presented to the committee and the question of reprinting it under the imprint of our Board was discussed. It was suggested that it be read by members of the committee and commented upon.

The question of the exhibit for the Annual Meeting was again brought to the attention of the committee. Miss Rue reported that Mrs. Bennett approved having an exhibition and sale of handiwork from the schools providing such an exhibit would not mean an expenditure of money from the treasury. It therefore will be necessary to obtain permission from the schools to return such handiwork as is not sold. Miss Rue reported that she had written letters to several of the schools asking whether it would be possible to procure handiwork if it was decided that there should be such an exhibit.

Mrs. McMillan reported that she had written the New Era Movement regarding the price advertised for Dr. Thompson's book "The Soul of America". Upon the receipt of her reply from Mr. Millikin, Miss Rue took the matter up with the Board of Home Missions. Mrs. McMillan recommended that when orders for the book at the reduced price should be received in our Literature Department they be turned over to be filled by the Board of Home Missions.

Meeting adjourned.

Stenographically reported -

Approved by -